

**Create Requisitions Overview**

A requisition is a request for the procurement of goods and/or services and is required for all inventory items. For specific details related to inventory requisitions, please refer to the course entitled **501 PR347: Inventory Issuances and Restock**, located on the Cardinal website in **Course Materials** under **Training**.

For non-inventory items and services, a requisition is used to assign buyers and track the progress and status of a purchase request. Requisitions can be created from existing contracts, copied from other requisitions, or created ad hoc. All requisitions must be approved by a supervisor before they can be executed via a purchase order (PO) or contract.

Please refer to the course entitled **501 PR342: Processing Requisitions**, located on the Cardinal website in **Course Materials** under **Training**, for more information on creating and maintaining regular requisitions using the Procurement and eProcurement modules.

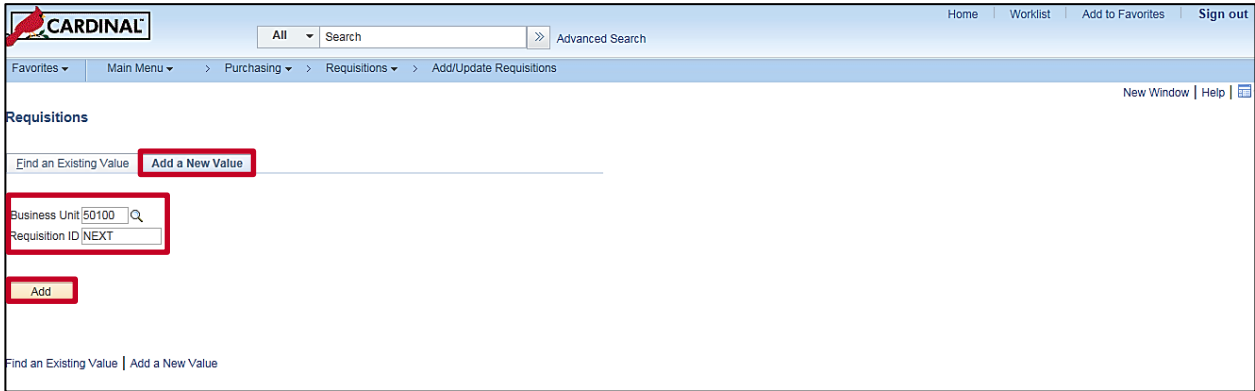
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### Create a New Requisition (Beginning Steps for All Requisitions)

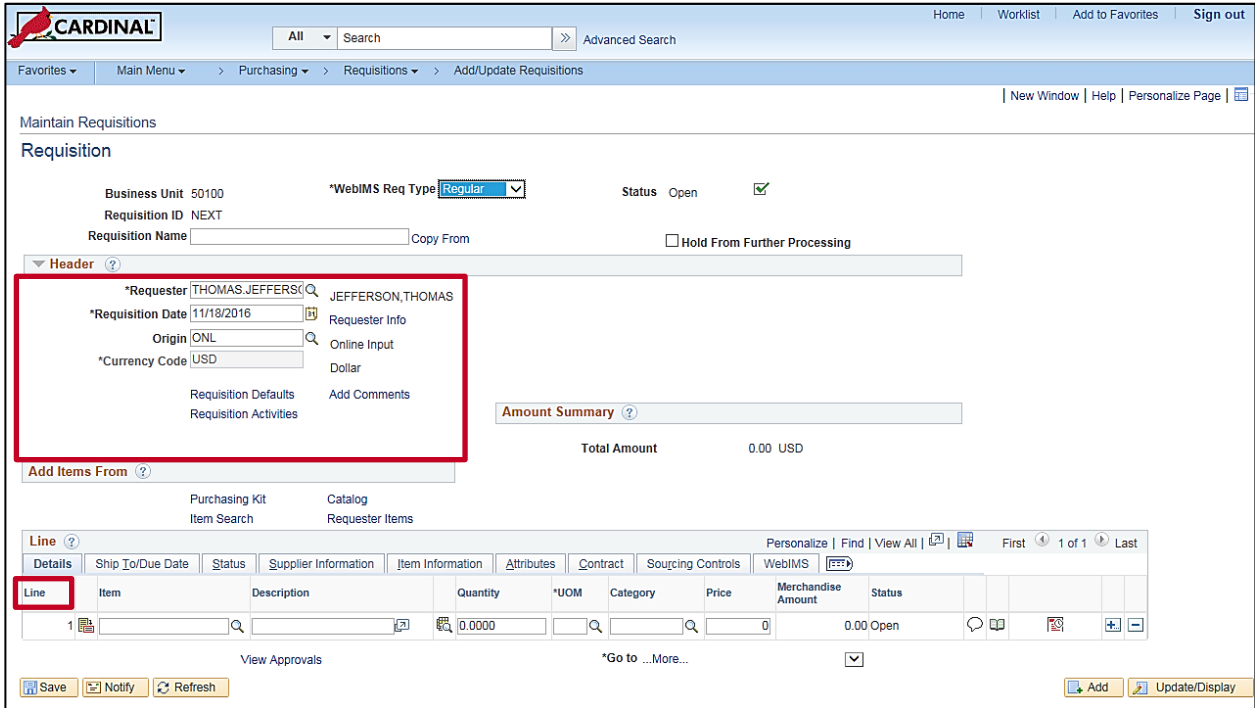
1. Navigate to the **Requisitions** page using the following path:

**Main Menu > Purchasing > Requisitions > Add/Update Requisitions**



The screenshot shows the Cardinal web application interface. At the top, there is a navigation bar with the Cardinal logo, a search bar, and links for Home, Worklist, Add to Favorites, and Sign out. Below the navigation bar is a breadcrumb trail: Main Menu > Purchasing > Requisitions > Add/Update Requisitions. The main content area is titled "Requisitions" and contains two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected and highlighted with a red box. Below the tabs, there are two input fields: "Business Unit" with the value "50100" and a search icon, and "Requisition ID" with the value "NEXT". Both fields are highlighted with red boxes. Below these fields is an "Add" button, also highlighted with a red box. At the bottom of the page, there is a footer with the text "Find an Existing Value | Add a New Value".

2. Select the **Add a New Value** tab:
  - a. **Business Unit: 50100**
  - b. **Requisition ID: NEXT** and should not be changed. Cardinal assigns a **Requisition ID** number when you successfully save the requisition.
3. Click the **Add** button. The **Maintain Requisitions – Requisitions** page displays.



**Header**

\*Requester: THOMAS.JEFFERS  
 \*Requisition Date: 11/18/2016  
 Origin: ONL  
 \*Currency Code: USD

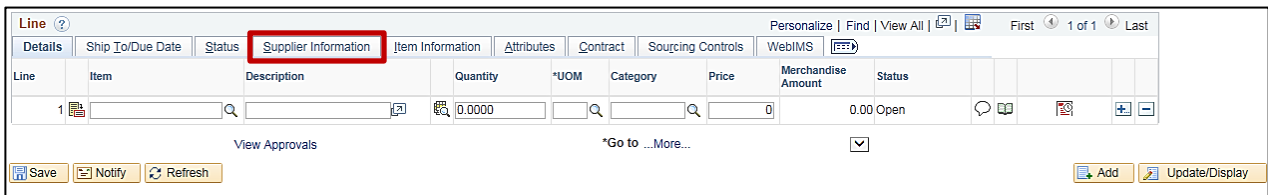
**Amount Summary**

Total Amount: 0.00 USD

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1			0.0000				0.00	Open

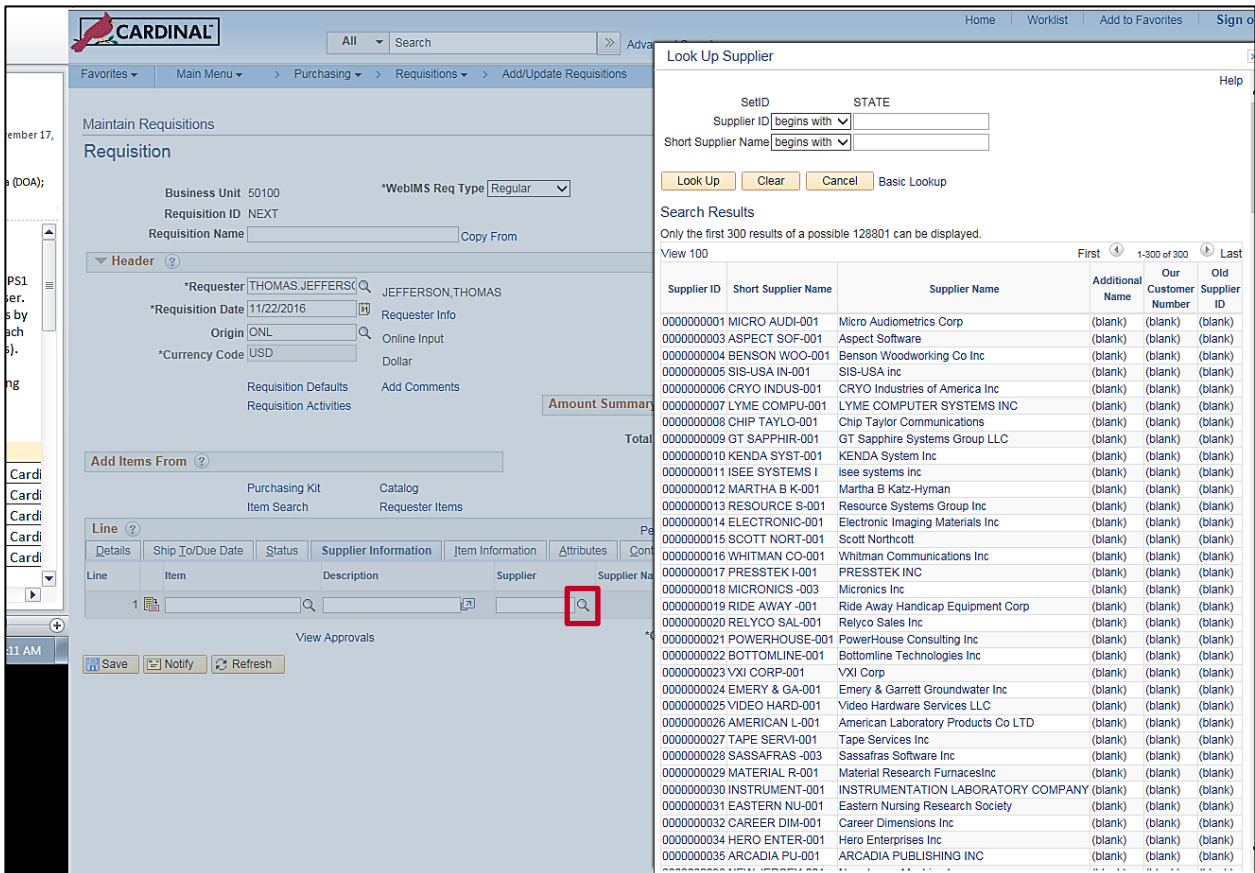
4. The **Header** section contains some key data to include **Requester**, **Requisition Date**, and **Origin**.
5. Default information, such as **Requester** and **Ship To** values, automatically populate based on your user setup, but can be changed as necessary. The **Ship To/Due Date** tab allows you to select desired date and modify the **Ship To** location.
6. For more detailed instructions, please refer to the course entitled **501 PR342: Processing Requisitions**, located on the Cardinal website in **Course Materials** under **Training**.

### Create a Requisition (1 Item/Line) from a Contract



The screenshot shows the 'Supplier Information' tab selected in the top navigation bar. The main table displays a single line item with a quantity of 0.0000 and a status of 'Open'. The 'Add' button is highlighted in yellow.

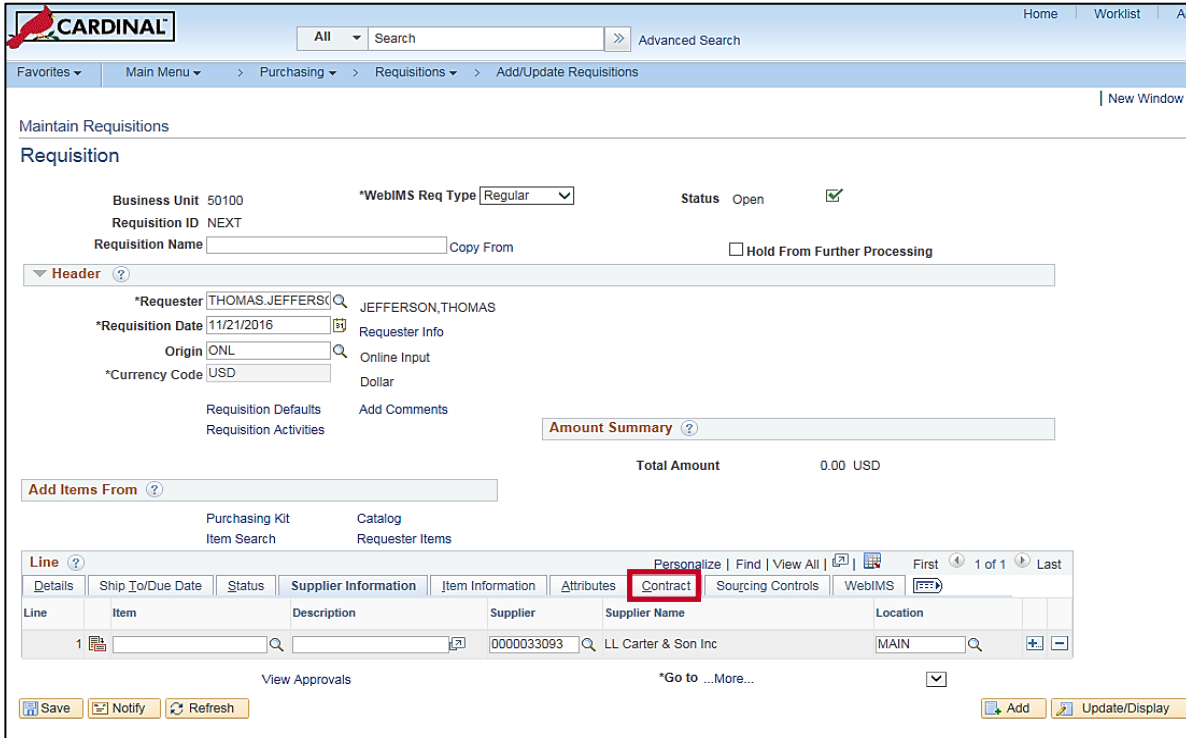
1. Click the **Supplier Information** tab.



The screenshot shows the 'Supplier Information' tab selected. A 'Look Up Supplier' dialog box is open, displaying a search results table. The 'Supplier' field in the main form is highlighted with a red box. The 'Look Up' button in the dialog is highlighted in yellow.

Supplier ID	Short Supplier Name	Supplier Name	Additional Name	Our Customer Number	Old Supplier ID
0000000001	MICRO AUDI-001	Micro Audiometrics Corp	(blank)	(blank)	(blank)
0000000003	ASPECT SOF-001	Aspect Software	(blank)	(blank)	(blank)
0000000004	BENSON WOO-001	Benson Woodworking Co Inc	(blank)	(blank)	(blank)
0000000005	SIS-USA IN-001	SIS-USA Inc	(blank)	(blank)	(blank)
0000000006	CRYO INDUS-001	CRYO Industries of America Inc	(blank)	(blank)	(blank)
0000000007	LYME COMPU-001	LYME COMPUTER SYSTEMS INC	(blank)	(blank)	(blank)
0000000008	CHIP TAYLO-001	Chip Taylor Communications	(blank)	(blank)	(blank)
0000000009	GT SAPPHIR-001	GT Sapphire Systems Group LLC	(blank)	(blank)	(blank)
0000000010	KENDA SYST-001	KENDA System Inc	(blank)	(blank)	(blank)
0000000011	ISEE SYSTEMS I	isee systems inc	(blank)	(blank)	(blank)
0000000012	MARTHA B K-001	Martha B Katz-Hyman	(blank)	(blank)	(blank)
0000000013	RESOURCE S-001	Resource Systems Group Inc	(blank)	(blank)	(blank)
0000000014	ELECTRONIC-001	Electronic Imaging Materials Inc	(blank)	(blank)	(blank)
0000000015	SCOTT NORT-001	Scott Northcott	(blank)	(blank)	(blank)
0000000016	WHITMAN CO-001	Whitman Communications Inc	(blank)	(blank)	(blank)
0000000017	PRESSTEK I-001	PRESSTEK INC	(blank)	(blank)	(blank)
0000000018	MICRONICS -003	Micronics Inc	(blank)	(blank)	(blank)
0000000019	RIDE AWAY -001	Ride Away Handicap Equipment Corp	(blank)	(blank)	(blank)
0000000020	RELYCO SAL-001	Relyco Sales Inc	(blank)	(blank)	(blank)
0000000021	POWERHOUSE-001	PowerHouse Consulting Inc	(blank)	(blank)	(blank)
0000000022	BOTTOMLINE-001	Bottomline Technologies Inc	(blank)	(blank)	(blank)
0000000023	VXI CORP-001	VXI Corp	(blank)	(blank)	(blank)
0000000024	EMERY & GA-001	Emery & Garrett Groundwater Inc	(blank)	(blank)	(blank)
0000000025	VIDEO HARD-001	Video Hardware Services LLC	(blank)	(blank)	(blank)
0000000026	AMERICAN L-001	American Laboratory Products Co LTD	(blank)	(blank)	(blank)
0000000027	TAPE SERVI-001	Tape Services Inc	(blank)	(blank)	(blank)
0000000028	SASSAFRAS -003	Sassafras Software Inc	(blank)	(blank)	(blank)
0000000029	MATERIAL R-001	Material Research FurnacesInc	(blank)	(blank)	(blank)
0000000030	INSTRUMENT-001	INSTRUMENTATION LABORATORY COMPANY	(blank)	(blank)	(blank)
0000000031	EASTERN NU-001	Eastern Nursing Research Society	(blank)	(blank)	(blank)
0000000032	CAREER DIM-001	Career Dimensions Inc	(blank)	(blank)	(blank)
0000000034	HERO ENTER-001	Hero Enterprises Inc	(blank)	(blank)	(blank)
0000000035	ARCADIA PU-001	ARCADIA PUBLISHING INC	(blank)	(blank)	(blank)

2. Search for the supplier related to the contract. The **Supplier Information** tab displays suppliers related to the selected Item. You can search for and select any supplier that you wish to display by clicking the **Supplier** field lookup icon.
3. Click the selected **Supplier** link. The selected supplier's information will populate.



**CARDINAL** Home Worklist Add

All Search Advanced Search

Favorites Main Menu Purchasing Requisitions Add/Update Requisitions New Window

Maintain Requisitions

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular Status Open

Requisition ID NEXT

Requisition Name Copy From Hold From Further Processing

Header

\*Requester THOMAS.JEFFERS JEFFERSON,THOMAS

\*Requisition Date 11/21/2016 Requisition Info

Origin ONL Online Input

\*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requisition Items

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS

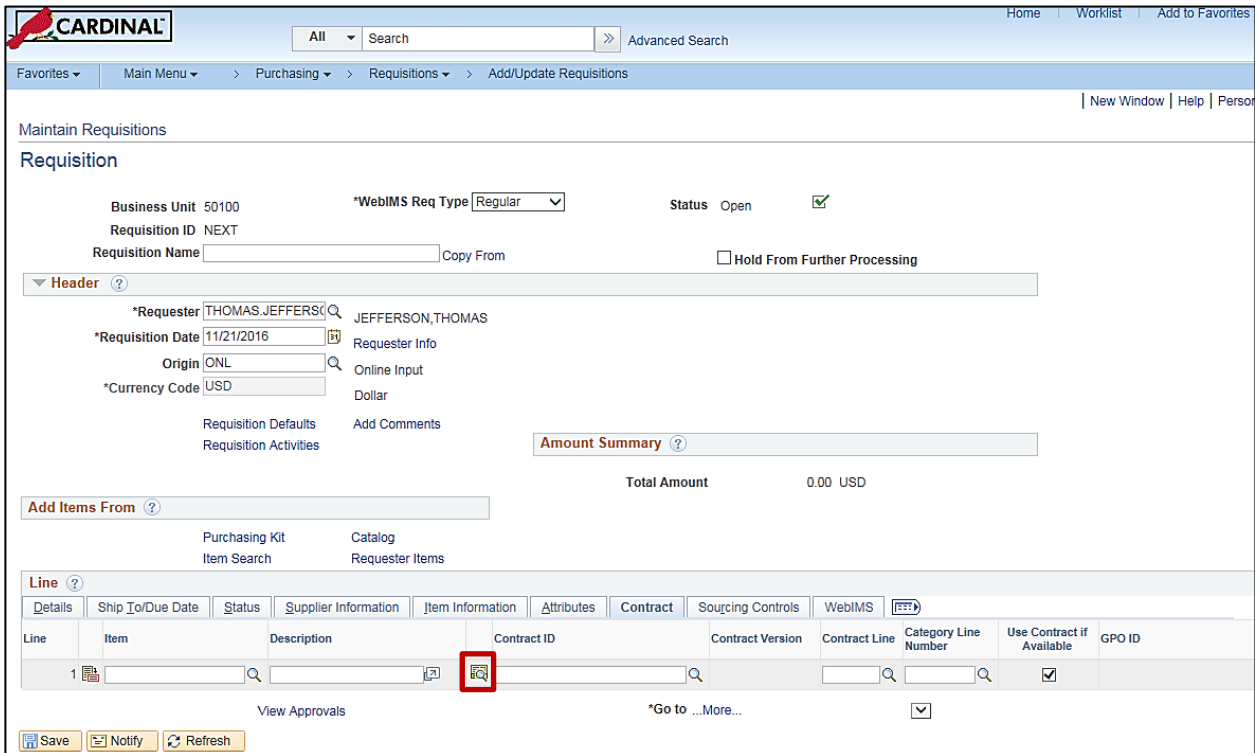
Line 1 Item Description Supplier Supplier Name Location

1 0000033093 LL Carter & Son Inc MAIN

View Approvals Go to ...More...

Save Notify Refresh Add Update/Display

4. Click the **Contract** tab.



**CARDINAL** Home Worklist Add to Favorites

All Search Advanced Search

Favorites Main Menu Purchasing Requisitions Add/Update Requisitions New Window Help Person

Maintain Requisitions

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular Status Open

Requisition ID NEXT

Requisition Name Copy From Hold From Further Processing

Header

\*Requester THOMAS.JEFFERS JEFFERSON,THOMAS

\*Requisition Date 11/21/2016 Requisition Info

Origin ONL Online Input

\*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Amount Summary

Total Amount 0.00 USD

Add Items From

Purchasing Kit Catalog

Item Search Requisition Items

Line

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS

Line 1 Item Description Contract ID Contract Version Contract Line Category Line Number Use Contract if Available GPO ID

1 Contract Search icon

View Approvals Go to ...More...

Save Notify Refresh Add Update/Display

5. Click the **Contract Search** icon.

## 501 PR342: Create Requisitions

Contract Search

Help

Search Criteria

SetID STATE

Contract ID

Contract Style

Contract Process Option

Description

Master Contract ID

Contract Reference Type

Requisition Date 11/21/2016

Supplier SetID STATE

Supplier ID  LL Carter & Son Inc

Item SetID STATE

Item ID

Item Description

Category

Corporate Contract

Search

Clear

Contract Details

OK

Cancel

Refresh

- The **Contract Search** page displays with the selected **Supplier ID** populated.
- Click the **Search** button to initiate the search for contracts related to the selected supplier.

**Contract Search**

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### Search Criteria

SetID STATE Contract ID <input type="text"/> 🔍  Contract Style <input type="text"/> 🔍 Contract Process Option <input type="button" value="▼"/> Description <input type="text"/> Master Contract ID <input type="text"/> 🔍 Contract Reference Type <input type="button" value="▼"/> Requisition Date 11/21/2016	Supplier SetID STATE Supplier ID <input type="text" value="0000033093"/> 🔍 LL Carter & Son Inc.  Item SetID STATE Item ID <input type="text"/> 🔍 Item Description <input type="text"/> Category <input type="text"/> 🔍 Corporate Contract <input type="button" value="▼"/>
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### Contract Details

Personalize | Find | View 100 | 📄 🗨️ First ◀ 1-10 of 103 ▶ Last

Item Detail	Contract Reference	Contract Detail						
Select	Contract ID	Contract Version	Contract Reference Type	Category	Item ID	Item Description	Contract Base Price	Use Contract Base Price
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532085	STONE NO. 21A, STONE	13.98000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532090	STONE NO. 21B, STONE	24.58000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532205	STONE NO. 57, STONE	29.58000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532250	STONE NO. 78, STONE	32.00800 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532225	STONE NO. 68, STONE	31.08000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532045	STONE NO. 8, STONE	32.58000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532090	STONE NO. 21B, STONE	19.95000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532205	STONE NO. 57, STONE	22.27000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532250	STONE NO. 78, STONE	24.77000 Y	
<input type="checkbox"/>	<a href="#">0000000000000000000044987</a>	1	Line Item	7503532	7503532225	STONE NO. 68, STONE	23.77000 Y	

8. All contracts with lines for the selected supplier display as shown.

- Click the **Contract Reference** tab to see the lines for each contract.

Contract Search

Search Criteria

SetID STATE  
Contract ID   
Contract Style   
Contract Process Option   
Description   
Master Contract ID   
Contract Reference Type   
Requisition Date 11/21/2016

Supplier SetID STATE  
Supplier ID 0000033093 LL Carter & Son Inc  
Item SetID STATE  
Item ID   
Item Description   
Category   
Corporate Contract

Search Clear

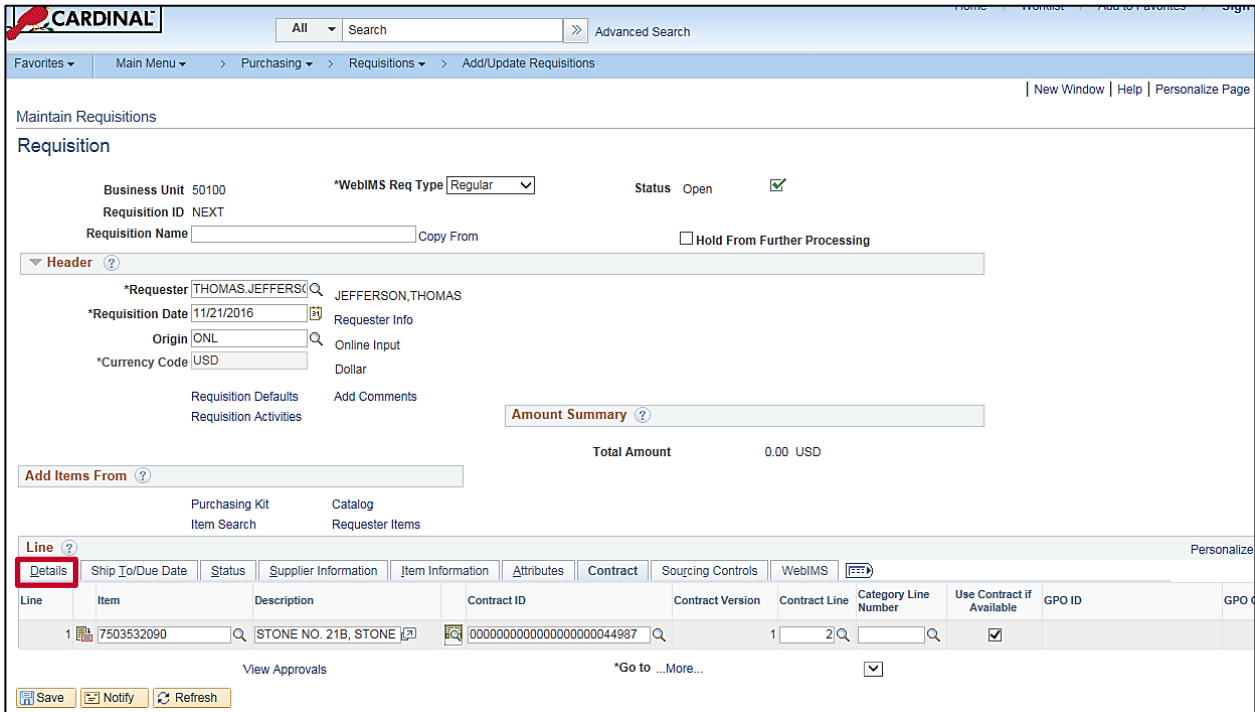
Contract Details

Personalize Find View 100 1-10 of 103 Last

Select	Contract ID	Contract Version	Category Line Number	Item Line Number	Remaining Quantity	Unit of Measure	Contract Reference Type	Remaining Line Amount	Currency
<input type="checkbox"/>	00000000000000000000000044987	1		1		N/A LTN	Line Item		N/A USD
<input checked="" type="checkbox"/>	00000000000000000000000044987	1		2		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		3		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		4		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		5		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		6		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		7		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		8		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		9		N/A LTN	Line Item		N/A USD
<input type="checkbox"/>	00000000000000000000000044987	1		10		N/A LTN	Line Item		N/A USD

OK Cancel Refresh

- To use a line on the requisition, click the check-box to the left of the selected line. Only one line may be selected for copying.
- Click the **OK** button.



**Cardinal** | All | Search | Advanced Search

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Purchasing | Requisitions | Add/Update Requisitions | New Window | Help | Personalize Page

Maintain Requisitions

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular Status Open ☒

Requisition ID NEXT

Requisition Name  Copy From ☐ Hold From Further Processing

▼ Header ?

\*Requester THOMAS.JEFFERS JEFFERSON, THOMAS

\*Requisition Date 11/21/2016 Requisition Info

Origin ONL Online Input

\*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

**Amount Summary ?**

Total Amount 0.00 USD

Add Items From ?

Purchasing Kit Catalog

Item Search Requisition Items

**Line ?**

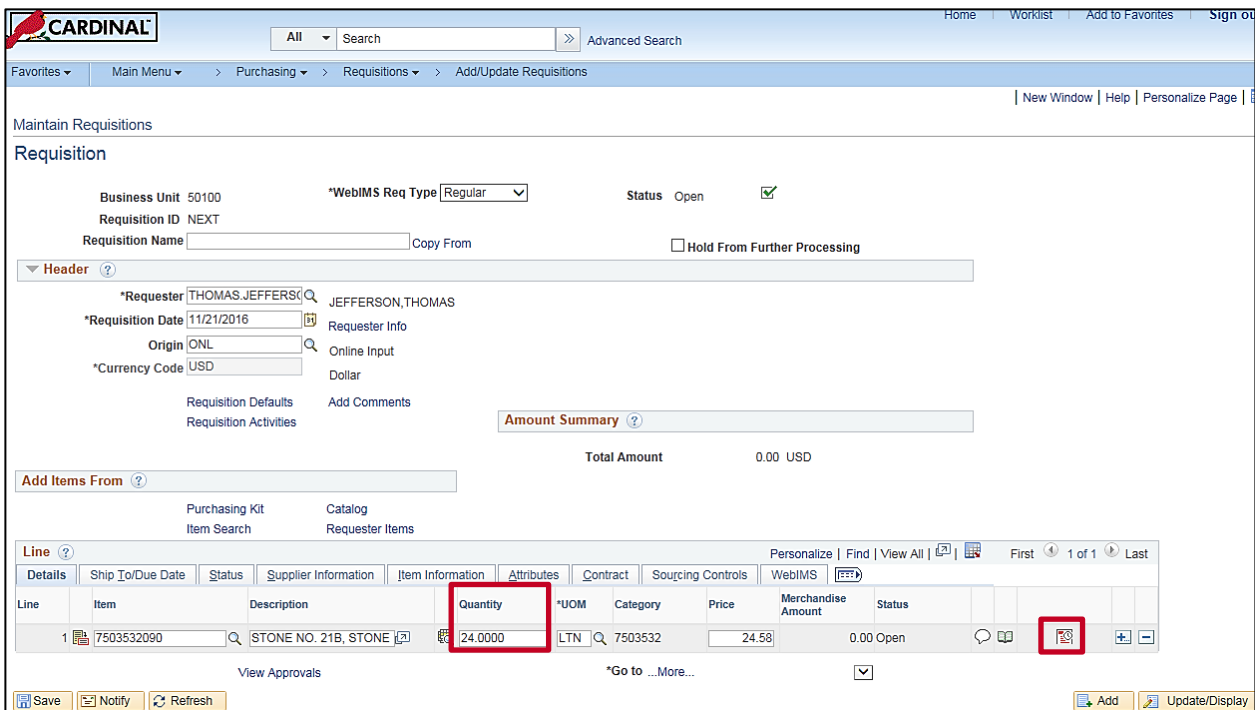
Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS Personalize

Line	Item	Description	Contract ID	Contract Version	Contract Line	Category Line Number	Use Contract if Available	GPO ID	GPO C
1	7503532090	STONE NO. 21B, STONE	00000000000000000000000044987		1	2	<input checked="" type="checkbox"/>		

View Approvals \*Go to ...More...

Save Notify Refresh

12. The **Item** details from the selected contract line populate the new requisition line.
13. Click the **Details** tab.



**Cardinal** | All | Search | Advanced Search

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Purchasing | Requisitions | Add/Update Requisitions | New Window | Help | Personalize Page

Maintain Requisitions

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular Status Open ☒

Requisition ID NEXT

Requisition Name  Copy From ☐ Hold From Further Processing

▼ Header ?

\*Requester THOMAS.JEFFERS JEFFERSON, THOMAS

\*Requisition Date 11/21/2016 Requisition Info

Origin ONL Online Input

\*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

**Amount Summary ?**

Total Amount 0.00 USD



Add Items From ?

Purchasing Kit Catalog

Item Search Requisition Items

**Line ?**

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls WebIMS Personalize Find | View All | First 1 of 1 Last

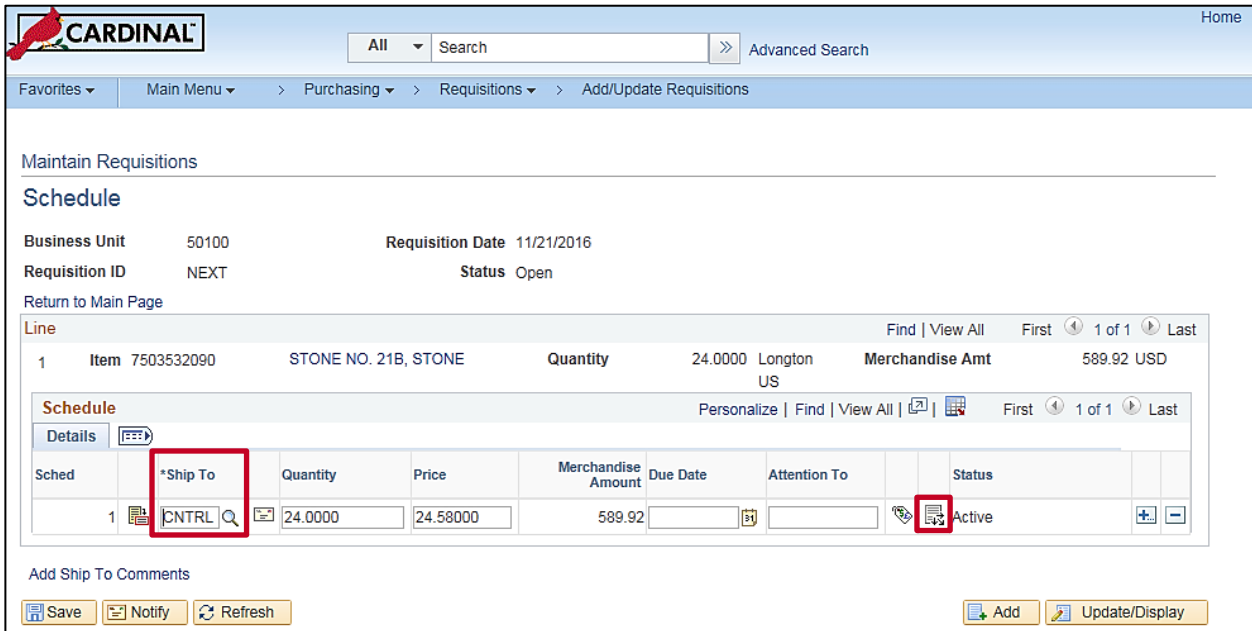
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status		
1	7503532090	STONE NO. 21B, STONE	24.0000	LTN	7503532	24.58	0.00	Open		

View Approvals \*Go to ...More...

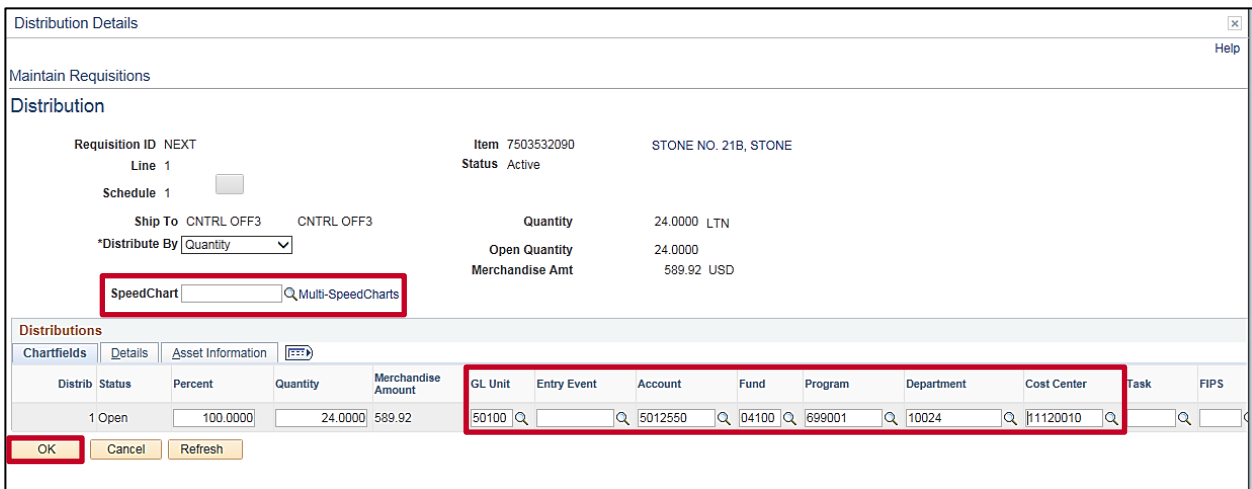
Save Notify Refresh Add Update/Display

14. Enter the **Quantity** requested.
15. Click the **Schedule** icon.

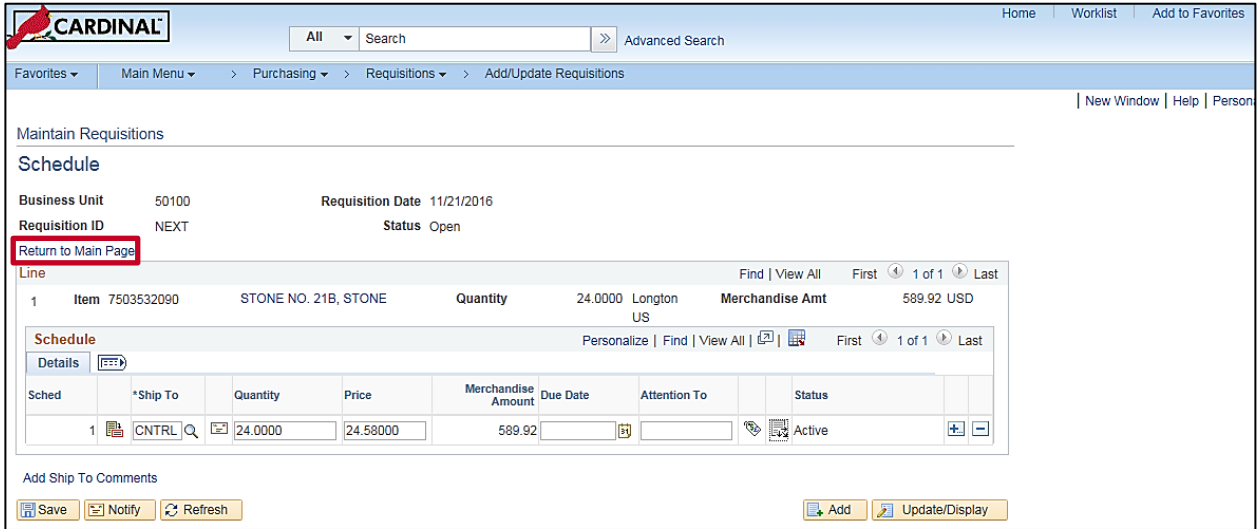




16. **Ship To** location is populated based on the user defaults and can be edited if needed.
17. Click the **Distribution** icon.



18. Enter valid chart of accounts values. A **Schedule** may have one or more **ChartField** distributions. The **ChartField** values identify the accounting distribution. The insertion of valid **Account**, **Department**, **Cost Center**, or **Project** values are required. You can manually enter a ChartField value, or you can use the **Multi-SpeedCharts** link to select a **SpeedChart** value to automatically populate some of the ChartField values for you.
19. You may insert or delete additional accounting distributions by scrolling right and clicking the (+)/(-) icons at the end of the accounting distribution line.
20. Click the **OK** button. You will return to the **Maintain Requisitions – Schedule** page.



**Cardinal** | All | Search | Advanced Search | Home | Worklist | Add to Favorites

Favorites | Main Menu | Purchasing | Requisitions | Add/Update Requisitions | New Window | Help | Personalize

**Maintain Requisitions**

**Schedule**

Business Unit 50100 Requisition Date 11/21/2016  
 Requisition ID NEXT Status Open

**Return to Main Page**

Line	Item	Description	Quantity	Longton	Merchandise Amt
1	7503532090	STONE NO. 21B, STONE	24.0000	US	589.92 USD

**Schedule** | Personalize | Find | View All | First | 1 of 1 | Last

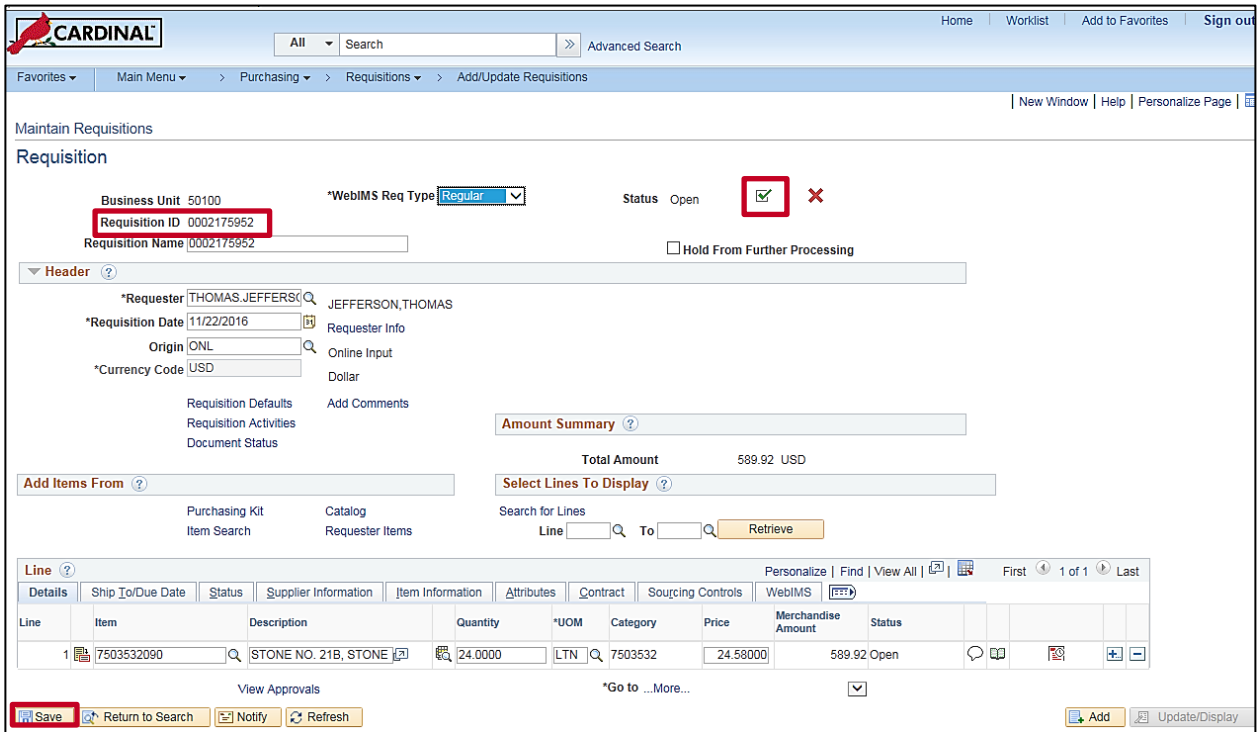
**Details** | **FFTT**

Sched	*Ship To	Quantity	Price	Merchandise Amount	Due Date	Attention To	Status
1	CNTRL	24.0000	24.58000	589.92			Active

Add Ship To Comments

Save | Notify | Refresh | Add | Update/Display

21. Click the **Return to Main Page** link. The **Maintain Requisitions – Requisition** page displays.



**Cardinal** | All | Search | Advanced Search | Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Purchasing | Requisitions | Add/Update Requisitions | New Window | Help | Personalize Page

**Maintain Requisitions**

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular Status Open

**Requisition ID 0002175952**

Requisition Name 0002175952

☐ Hold From Further Processing

**Header**

\*Requester THOMAS,JEFFERSO JEFFERSON,THOMAS  
 \*Requisition Date 11/22/2016 Requester Info  
 Origin ONL Online Input  
 \*Currency Code USD Dollar

Requisition Defaults Add Comments  
 Requisition Activities  
 Document Status

**Amount Summary**

Total Amount 589.92 USD

**Select Lines To Display**

Search for Lines  
 Line To Retrieve

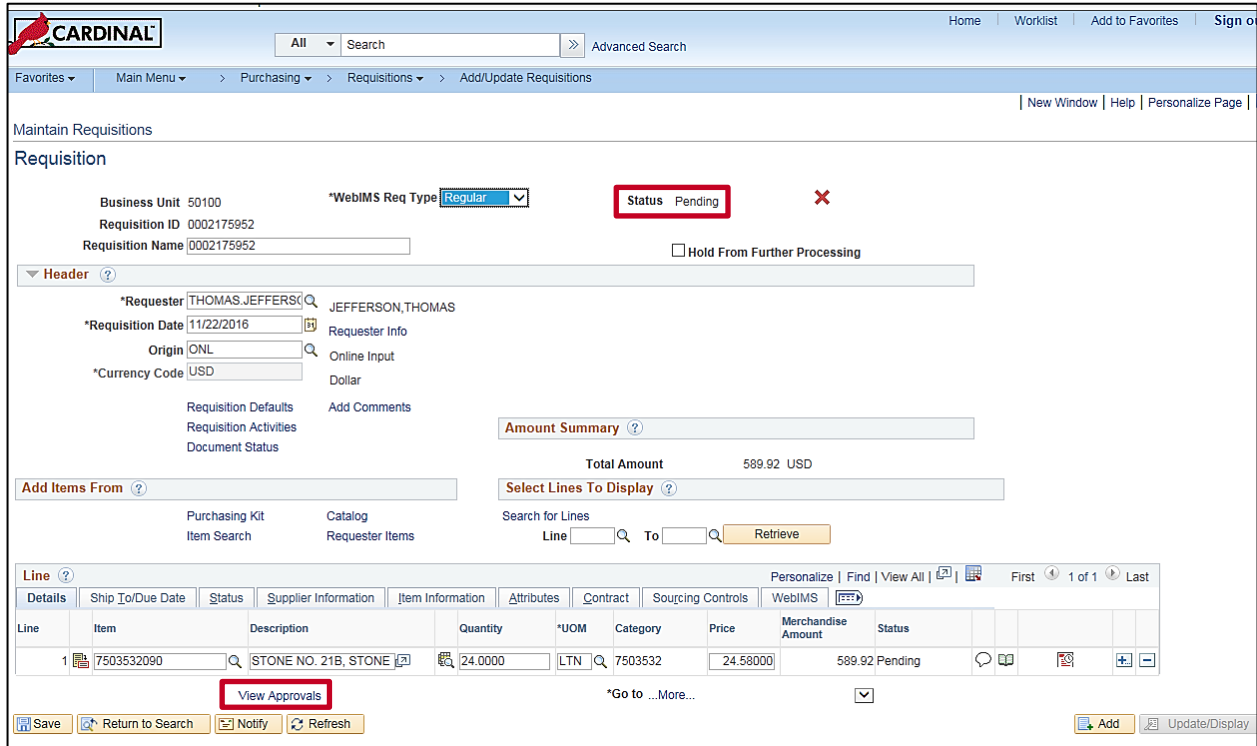
**Line**

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7503532090	STONE NO. 21B, STONE	24.0000	LTN	7503532	24.58000	589.92	Open

View Approvals \*Go to ...More...

Save | Return to Search | Notify | Refresh | Add | Update/Display

22. Click the **Save** button.
23. Cardinal assigns a **Requisition ID** number upon save.
24. Click the **Submit for Approval** check-box (the green checkmark), which is next to the **Status** field, to send it forward for approval by your supervisor. If prompted to save, click the **Yes** button.



**CARDINAL** | All | Search | Advanced Search | Home | Worklist | Add to Favorites | Sign Out

Favorites | Main Menu | Purchasing | Requisitions | Add/Update Requisitions | New Window | Help | Personalize Page

Maintain Requisitions

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular **Status Pending** X

Requisition ID 0002175952

Requisition Name 0002175952 ☐ Hold From Further Processing

▼ Header ?

\*Requester THOMAS.JEFFERS JEFFERSON,THOMAS

\*Requisition Date 11/22/2016 Requisition Info

Origin ONL Online Input

\*Currency Code USD Dollar

Requisition Defaults Add Comments

Requisition Activities

Document Status

**Amount Summary** ?

Total Amount 589.92 USD

**Select Lines To Display** ?

Search for Lines Line To Retrieve

**Line** ?

Details Ship To/Due Date Status Supplier Information Item Information Attributes Contract Sourcing Controls Personalize Find View All WebIMS

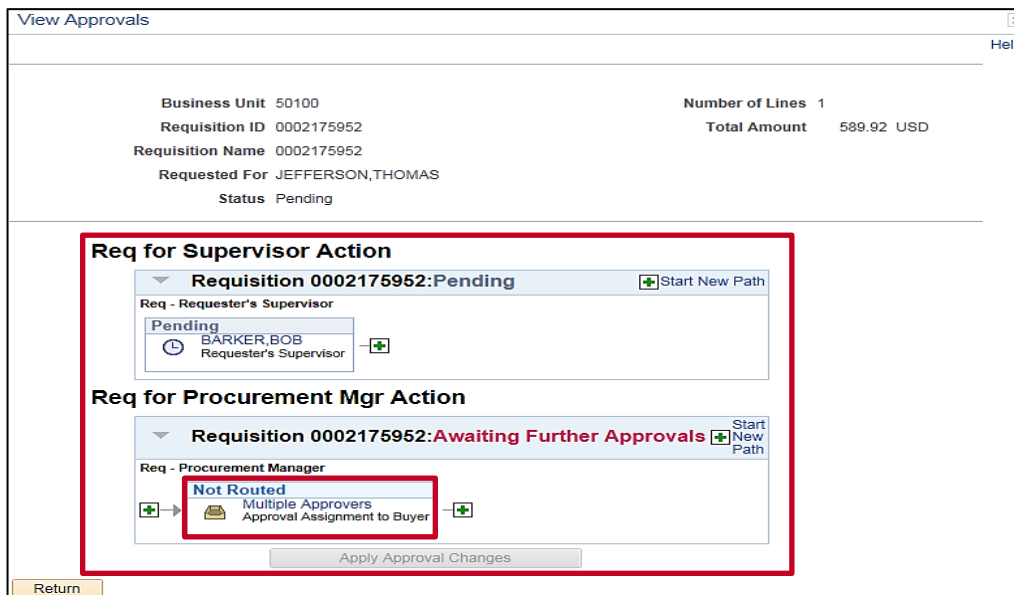
Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7503532090	STONE NO. 21B, STONE	24.0000	LTN	7503532	24.58000	589.92	Pending

**View Approvals**

\*Go to ...More...

Save Return to Search Notify Refresh Add Update/Display

25. The requisition's **Status** changes to **Pending** and your supervisor is notified via email and worklist.
26. Click the **View Approvals** link to view the pending and completed approval actions. If prompted to save, click the **Yes** button.



**View Approvals** | Help

Business Unit 50100 Number of Lines 1

Requisition ID 0002175952 Total Amount 589.92 USD

Requisition Name 0002175952

Requested For JEFFERSON,THOMAS

Status Pending

**Req for Supervisor Action**

Requisition 0002175952:Pending Start New Path

Req - Requester's Supervisor

Pending

BARKER,BOB Requester's Supervisor

**Req for Procurement Mgr Action**

Requisition 0002175952:Awaiting Further Approvals Start New Path

Req - Procurement Manager

Not Routed Multiple Approvers Approval Assignment to Buyer

Apply Approval Changes

Return

27. To view the list of approvers, click the **Multiple Approvers** link.

http://fn92trnweb.cov.virginia.gov/psc/fn92trn\_ne...

**Approver #1**

Name: EARHART,AMELIA  
 Empl ID: EMP00000014  
 Department: 10081  
 Supervisor ID:  
 Telephone:  
 Reports To Position Number: TSP0003  
 Email ID:

**Approver #2**

Name: OAKLEY,ANNIE  
 Empl ID: EMP00000026  
 Department: 10081  
 Supervisor ID:  
 Telephone:  
 Reports To Position Number: TSP0006  
 Email ID:

**Approver #3**

Name: BROWN,ANTRON  
 Empl ID: EMP00000008  
 Department: 10081  
 Supervisor ID:  
 Telephone:

28. Your supervisor will be notified of the pending approval via email and their worklist.

**CARDINAL** Home **Worklist** Add to Favorites Sign out

All Search Advanced Search

Favorites Main Menu > Worklist > Worklist

New Window Help Personalize Page

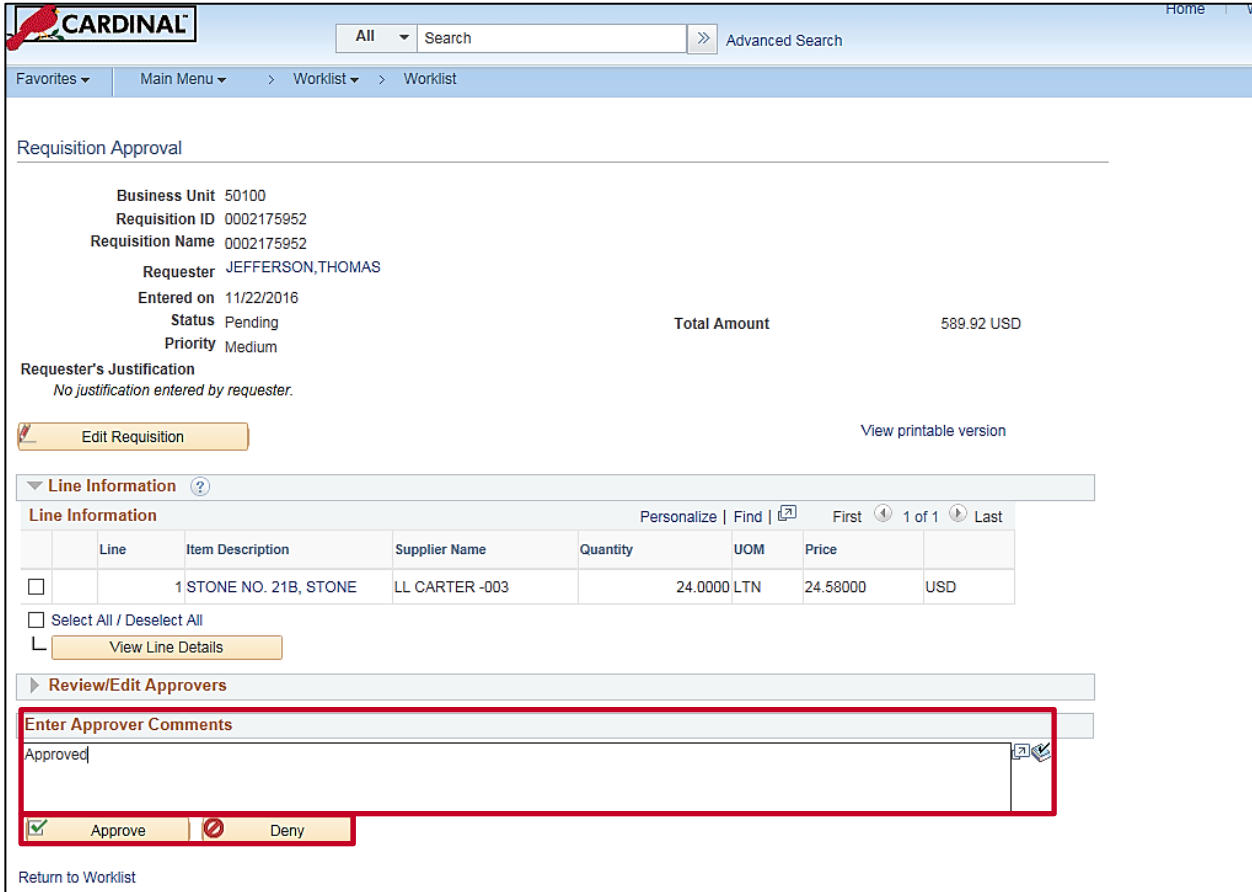
Worklist

Worklist for BOB.BARKER: BARKER,BOB

Detail View Worklist Filters Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
JEFFERSON,THOMAS	11/22/2016	Approval Routing	Approval Workflow	2-Medium	Requisition 1254265, 50100, 1901-01-01, N.O. BUSINESS UNIT:50100 REQ ID:0002173952.	Mark Worked	Reassign

29. From the **Worklist**, your supervisor can open the item by clicking the requisition's link.



**Requisition Approval**

Business Unit 50100  
 Requisition ID 0002175952  
 Requisition Name 0002175952  
 Requester JEFFERSON, THOMAS  
 Entered on 11/22/2016  
 Status Pending  
 Priority Medium  
 Total Amount 589.92 USD

Requester's Justification  
 No justification entered by requester.

[Edit Requisition](#) [View printable version](#)

**Line Information**

Line	Item Description	Supplier Name	Quantity	UOM	Price	
1	STONE NO. 21B, STONE	LL CARTER -003	24.0000	LTN	24.58000	USD

[Select All / Deselect All](#) [View Line Details](#)

**Review/Edit Approvers**

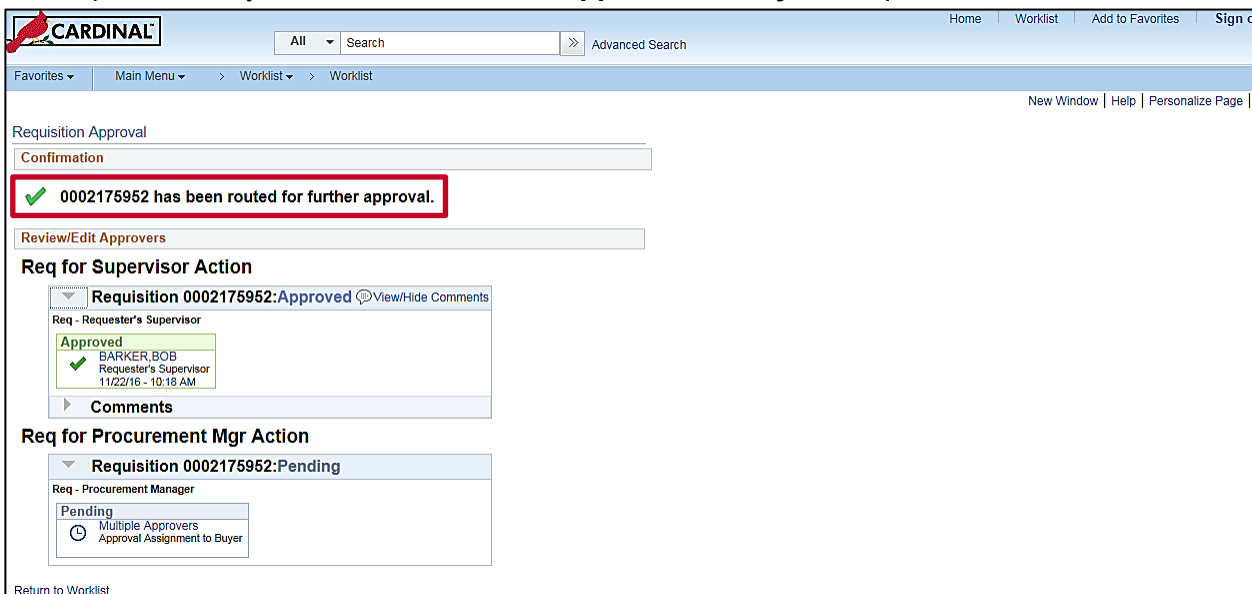
**Enter Approver Comments**

Approved

[Approve](#) [Deny](#)

[Return to Worklist](#)

30. The supervisor may insert a comment and **Approve** or **Deny** the requisition.



**Requisition Approval**

**Confirmation**

✓ 0002175952 has been routed for further approval.

**Review/Edit Approvers**

**Req for Supervisor Action**

Requisition 0002175952: **Approved** [View/Hide Comments](#)

Req - Requester's Supervisor

**Approved**  
 ✓ BARKER, BOB  
 Requester's Supervisor  
 11/22/16 - 10:18 AM

**Comments**

**Req for Procurement Mgr Action**

Requisition 0002175952: **Pending**

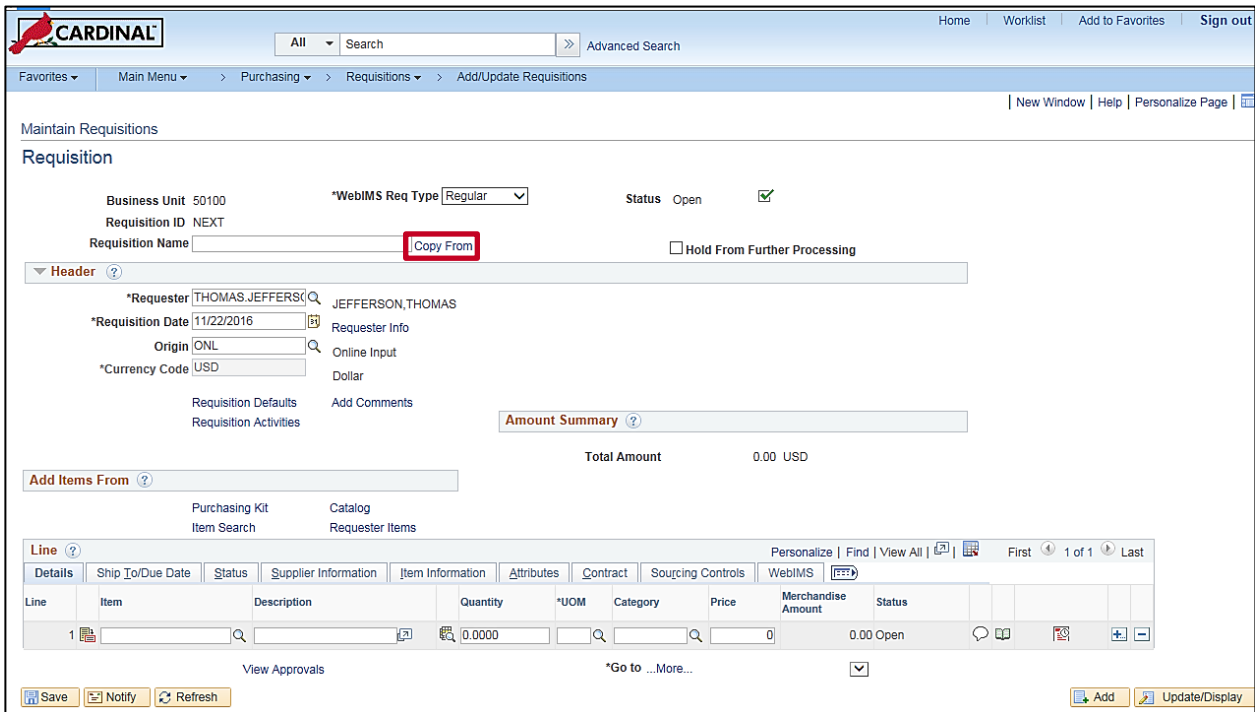
Req - Procurement Manager

**Pending**  
 ⌚ Multiple Approvers  
 Approval Assignment to Buyer

[Return to Worklist](#)

31. Once approved, the requisition is forwarded to the Procurement Office for assignment to a buyer.

### Create a Requisition from a Requisition



**Cardinal** Home | Worklist | Add to Favorites | Sign out

Search >> Advanced Search

Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions | New Window | Help | Personalize Page

**Maintain Requisitions**

**Requisition**

Business Unit 50100 \*WebIMS Req Type Regular Status Open ☒

Requisition ID NEXT

Requisition Name  **Copy From** ☐ Hold From Further Processing

**Header** ?

\*Requester THOMAS.JEFFERS JEFFERSON,THOMAS  
 \*Requisition Date 11/22/2016 Requisition Info  
 Origin ONL Online Input  
 \*Currency Code USD Dollar

Requisition Defaults Add Comments

**Amount Summary** ?

Total Amount 0.00 USD

**Add Items From** ?

Purchasing Kit Catalog  
 Item Search Requester Items

**Line** ?

Personalize | Find | View All | First 1 of 1 Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1			0.0000			0	0.00	Open

View Approvals \*Go to ...More...

Save Notify Refresh Add Update/Display

1. Repeat [steps 1-3 \(page 2\)](#).
2. Click the **Copy From** link.

Req Inquiry Selection Help

Maintain Requisitions

### Copy Requisition

**Header**

Business Unit

Requisition ID  x Q

Requisition Name  Q

Req Status  Q

Requester  Q

Requester Name  Q

Requisition Date  dt

To  dt

Supplier SetID  Supplier Lookup

Supplier ID  Q Supplier Details

Supplier Name  Q

Item SetID

Item ID  Q

Item Description  dt

254 characters remaining

Department  Q

☐ Direct Ship

Requisition					
Personalize   Find   View All   <span>dt</span>   <span>dt</span>					
First	1 of 1	Last			
Sel	Req ID	Requisition Name	Status	Origin	Requester
<input type="checkbox"/>					

- Enter the **Requisition ID** for the requisition you wish to copy.
- Click the **Search** button.

Req Inquiry Selection Help

Maintain Requisitions

**Copy Requisition**

**Header**

Business Unit

Requisition ID

Requisition Name

Req Status  Origin

Requester

Requester Name

Requisition Date  To

Supplier SetID  Supplier Lookup

Supplier ID  [Supplier Details](#) Supplier Name

Item SetID  Item ID

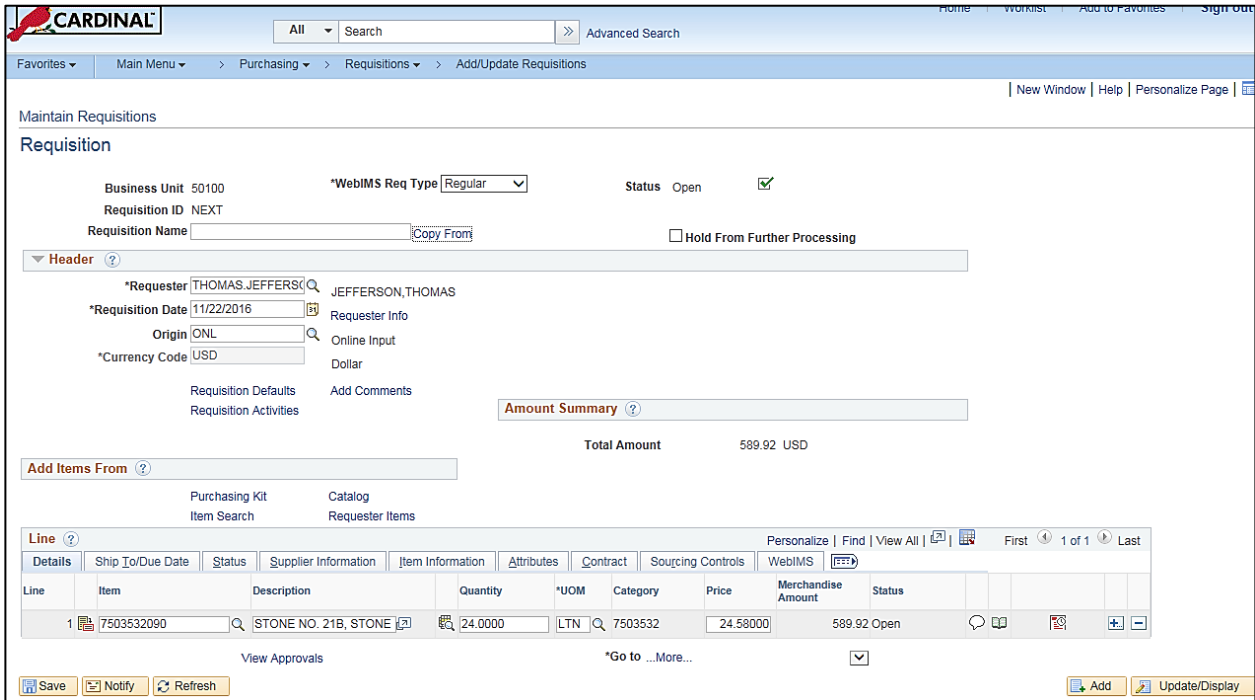
Item Description  ☐ Direct Ship

Department

Requisition					
Personalize   Find   View All     First 1 of 1 Last					
Sel	Req ID	Requisition Name	Status	Origin	Requester
<input checked="" type="checkbox"/>	0002175952	0002175952	Pending Approval	ONL	THOMAS.JEFFERSON

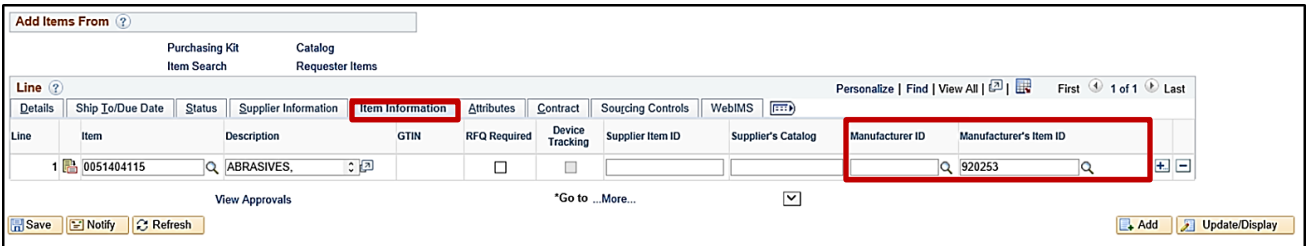
- From the search results, located below the **Search** button, select the requisition by clicking the **Sel** check-box.
- Click the **OK** button to select that requisition to copy.





7. The Requisition displays with all copied values, including accounting distribution.
8. Repeat steps 13-24 from above, as applicable. Be careful to review and update all fields, such as quantity and accounting distribution, as needed. The requisition is complete and pending approval.

### Requisition Helpful Hints – Item Information



1. The **Item Information** tab allows you to enter specific supplier item information (e.g., Grainger Catalog, Version 13, pg. 6. Item # XXXXXX).
2. For VDC (Virginia Distribution Center) related items, use the **Manufacturer's Item ID** field to insert VDC stock item number.
3. To specify a District/CO and District/Division location, use the **Manufacturer ID** and **Manufacturer's Item ID**.